



REQUEST FOR QUOTATION NO.: 2023-02-002

Date: February 09, 2023

Procurement Title

Supply, Delivery and Fabrication of One Hundred Fifty (150) pieces of Advocacy Polo Shirts in celebration of the 2023 National Women's Month

PR No. : 2023-02-018
Approved Budget for the Contract : Php 52,500.00 (VAT INCLUSIVE)

Sir/Madam:

The Commission on Filipinos Overseas invites PhilGEPS registered suppliers to quote the latest market price of the item/s described/listed below. Quotations must be placed in **TWO (2) sealed envelopes**. The first envelope should contain the certified true copies of the original documents while the second envelope (COPY 1) should contain copies of the documents. Please submit your sealed envelopes at the **2nd floor, Administrative and Finance Division, Citigold Center II, 1388 F. Icasiano St. cor. F. Gernale St. Paco, Manila** on or before **February 14, 2023, 1:00 P.M.**

I. Requirements

1. The winning bidder shall deliver the goods to the Commission on Filipinos Overseas Office at Citigold Center, 1345 Pres. Quirino Avenue cor. Osmeña Highway, Paco, Manila;
2. The said winning bidder shall bear the cost of transportation;
3. The winning bidder shall replace the item if found to be defective/not in conformity with the description during inspection.

II. General Terms and Condition:

1. Quotations should be addressed to the CFO Bids and Awards Committee and must be placed in **two (2) sealed envelopes**. The first envelope should contain the original documents while the second envelope should contain copies of the documents;
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission;
3. Quotations should be inclusive of all cost and applicable taxes;
4. The following documents should be submitted **along with the sealed quotation or during bid/offer evaluation**:
 - PhilGEPS Registration Number/Certificate
 - Mayor's/Business Permit
 - BIR Form 2303 Certificate
 - SEC or DTI Certificate
 - Notarized Omnibus Sworn Statement
 - Brochure/Proof of previous works/Sample
5. Bidders must have a Land Bank account for payment purposes. Otherwise, bank fees shall be for the account of the winning bidder.





COMPANY NAME : _____
 ADDRESS : _____
 PhilGEPS REGISTRATION NO.: _____ VALID UNTIL: _____

QTY	UNIT	ITEM DESCRIPTION	UNIT COST	TOTAL COST	APPROVED BUDGET FOR THE CONTRACT (VAT INCLUSIVE)	QUOTATION/OFFER AMOUNT (VAT INCLUSIVE)
150	Pieces	Supply, Delivery and Fabrication of One Hundred Fifty Pieces (150) Advocacy Polo Shirts in celebration of the 2023 National Women's Month	₱ 350.00	₱ 52,500.00	₱ 52,500.00	
TOTAL AMOUNT					₱ 52,500.00	

TECHNICAL SPECIFICATIONS

ITEM DESCRIPTION	SPECIFICATIONS
NATIONAL WOMEN'S MONTH POLO SHIRT	Color: Purple
	Material: Lacoste Honeycomb
	Front Design: Embroidered
	Back Design: Sublimation
	Sizes and Quantity:
	Extra Small (XS) - 7 pieces
	Small (S) - 23 pieces
	Medium (M) - 47 pieces
	Large (L) - 38 pieces
	Extra Large (XL) - 25 pieces
	2 Extra Large (2XL) - 7 pieces
	3 Extra Large (3XL) - 1 piece
	4 Extra Large (4XL) - 2 pieces

DELIVERY SCHEDULE : 20 Calendar Days upon approval of the sample polo shirt





POLO SHIRT DESIGN/LAYOUT

(Please send an email to kacedera@cfo.gov.ph for the soft copy/high definition copy of the polo shirt design/layout)



After careful evaluation of the Requirements, General Terms and Conditions, Technical Specifications, Polo Shirt Design and Delivery Schedule, I/WE hereby accept and submit our quotation based on the items and prices above.

The CFO reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

 Signature over printed name (Owner/Authorized Representative)

Telephone/Mobile No.: _____
 Email Address : _____
 Date : _____

For Further information, please refer to:

KEESHIA MAE L. ACEDERA

Procurement Officer

Email: bac.secretariat@cfo.gov.ph

Tel. No: [8552-4792](tel:8552-4792)

